

Agenda with Annotated Minutes

Designated Agency Safety and Health Official (DASHO) Council

Thursday, October 30, 2003, 9:00 AM – 11:00 AM

Room 7000B-MIB

Welcome (Trujillo)

Mike Trujillo opened the meeting and welcomed the participants. The Participant List is attached.

- Announcement - new BLM DASHO, Marilyn Johnson

Mike announced that Marilyn Johnson is the new DASHO for BLM.

- Emergency Preparedness and Response Update, Lynn Scarlett's memo to Employees and Sheltering in Place Presentation by Alison Stockdale, NBC (Trujillo)

Alison Stockdale, a Security Specialist with NBC, conducted a "Sheltering in Place" presentation (See Attachment 1). Mike Trujillo announced that Lynn Scarlett is in the process of reviewing and distributing an emergency preparedness memorandum that will provide an update for employees. The Department has decided not to purchase escape hoods/masks for DOI employees, at this time. Updated information is being reviewed on an ongoing basis. If new information supports provision of the masks for our employees, the issue will be revisited. Mike Kaas added that the much publicized purchase of escape hoods by the Pentagon was based on their need to safely evacuate employees from this large building if the inside air becomes contaminated.

- Briefing - Griles and Scarlett on Safety and Health (Trujillo and Kaas)

Mike Kaas and Mike Trujillo discussed the follow-up items resulting from the August 12, 2003, safety and health briefing with Deputy Secretary, Steve Griles, and Assistant Secretary, Lynn Scarlett (See Attachment 2).

FY 2003 Safety and Health Performance Statistics (Kaas and Rueff)

Council members received the FY2003 statistics package. The DOI incident and lost time injury rates were close to those for FY 2002. Mike Kaas and Ken Rueff explained the charts, and answered questions (See Attachment 3).

DOI Strategic Plan Safety Goals (Trujillo, Kaas, and All DASHOs)

Mike Trujillo and Mike Kaas discussed the DOI Strategic Plan Safety Goals (See Attachment 4). Kaas also discussed the DOI and OSHA/OWCP Safety and Health Performance Metrics and charts of these measures. The Council members supported the use of the OSHA goals for accident reduction. It was noted in the discussion that bureaus that already have very low accident rates might experience difficulty making further reductions, while bureaus with high rates might want to adopt goals for greater reductions than the OSHA targets.

Bruce Blanchard suggested that quarterly bureau-level statistical reports include a breakout by organizational code for each bureau's Regions. This breakout would help identify and measure specific occupational related injuries/illnesses. He recommended that each bureau should independently drill down into the statistics for each of their Regional Offices/levels to locate exactly where their accidents/injuries and illnesses are occurring and the causes. This would be a useful exercise in management accountability.

It was suggested in the discussion that the Office of Budget (POB) be contacted to see if there are ways to provide a more direct financial incentive for OWCP cost reductions. Carol Aten described how USGS is passing these costs down to individual offices.

SMIS OWCP Status and Plans for the HR Advisory Group (Rueff)

Ken Rueff shared that on September 4, 2003, MRPS conducted a Safety Management Information System (SMIS) briefing for bureau human resource officials and formed a SMIS Human Resources (HR) Advisory Group. MRPS demonstrated the current SMIS. Also discussed was the proposed method to integrate the OWCP CA-1 and CA-2 forms process into SMIS as a means to electronically transmitting employee injury claims to the Department of Labor within 24 hours. Each bureau will provide an HR representative for the group. The group will conduct their first meeting in Washington, DC, on November 5, 2003, in MIB room 7000B. The group will be responsible to advise the SMIS Project Manager on procedural issues concerning development and integration of the OWCP process into SMIS. The group will comment on the overall development strategy, work flow processes, implementation means, and training requirements.

Convene a DASHO Council Task Force on Workers' Compensation (Trujillo)

Mike Trujillo shared with the DASHO Council that he plans to establish a Workers' Compensation Task Force made up of bureau DASHOs, human resources specialists, and safety and health representatives, to identify and address key workers' compensation concerns and related needs. The first meeting will be conducted on Thursday, November 13, 2003, from 3-4 PM, in MIB, conference room 3452. Per Bob Brown's request, an e-mail message will be sent out as a reminder.

Items from the Safety and Health Council (Rowley):

Linda Rowley announced that she was removing from the table, the initiative proposal, "Department of the Interior Safety and Health Career Program Plan."

- Proposal to Provide Additional Funding for Development of OSHA 600 Web-Based Training Course (Miller)

Bill Miller proposed to use the remaining funds totaling \$150,000, in order to complete development of the OSHA 600 Web-Based Training Course. Bill provided a copy of the "Status Report and FY 2004 Budget Request/Online Safety and Occupational Health Modules – Departmental and OSHA October 30, 2003 and OSHA 600 Training Modules" (See Attachment 5). The Council approved use of the \$150,000 for the development and completion of the OSHA 600 Web-Based Training Course.

- Increase Funding of Initiatives (Rowley and Brown)

Bob Brown proposed that the DASHO Council increase the current Working Capital Fund amount of \$400,000 to \$600,000, in order to support additional Department-wide safety and health initiatives and because of the loss of purchasing power since the fund was originally established in the mid-1990's. The Council approved the recommendation to increase the Working Capital Fund amount to \$600,000. Council representatives will meet with Bing Topper, POB, to discuss implementation of the increased funding.

- Firearms for Non-Law Enforcement Personnel Draft Policy (Rowley and Schmitz)

Linda Rowley and Diane Schmitz indicated that the draft policy has been provided to all bureau Safety and Health Managers and the Office of Law Enforcement and Security (OLES) for review and comment. Final written comments from the Safety and Health Managers are due by COB, Wednesday, November 26, 2003.

- Personal Protective Equipment and the 485 DM Revision Status (Schmitz)

Chapter 20 of 485 DM, Personal Protective Equipment (PPE), is being revised to clarify the use of employee-provided PPE. The changes are being made in response to a recent BLM case involving work boots for emergency wildland firefighters. At this time, MRPS is working closely with an attorney from the Solicitor's Office to revise the DM language.

Identification/Establishment of Condolence Practice to Family Members, at Time of Employee Death or Serious Injury (Trujillo and All DASHOs)

Mike Trujillo discussed the importance of the Department having a practice in place to offer timely condolences to family members, when appropriate. Mike asked the Council to spend time thinking about the best way to establish a practice and/or guidelines that will offer consistency throughout all bureaus in the Department. Suggestions should be brought to the next DASHO Council meeting. Larry Todd shared helpful experiences regarding offering condolences to our employees' families. Bruce Blanchard suggested that Public Affairs offices have experience in this area. In the discussion it was mentioned that DOD and NASA have systems to provide consistent information on benefits, but also that a real human being needs to be available.

Roundtable and Items Since Publication of Agenda (All)

Due to time constraints this discussion was abbreviated. A copy of the Department of Interior "Report on Automated External Defibrillator Program" was provided (See Attachment 6).

Next Meeting, Thursday, January 29, 2004, from 9:00 AM – 11:00 AM, in room 7000B, MIB.